

THE GILMORE

IRVING S. GILMORE INTERNATIONAL KEYBOARD FESTIVAL

Gilmore Keyboard Festival Operations Coordinator Position Description

The Gilmore Festival Operations Coordinator is a temporary hourly position from November, 2013 through early June, 2014. Desired start date is November, 2013 on a part-time basis, gradually working into full-time in January, 2014. Directly preceding and during the Festival, April 21-May 10, 2014, expectations are to work overtime as authorized, for which the employee would be paid one and a half times his/her regular hourly rate. After May 10 through early June, 2014, employment would be part-time, (approximately 15 - 20 hours per week). This position is the Festival Operations Director's immediate assistant and requires excellent verbal and written communication skills, the ability to work under pressure, strong computer skills and leadership capabilities. The position requires access to reliable transportation and includes some lifting. High interest in arts administration is preferred. Compensation is \$15 per hour.

Pre-Festival Duties

- Coordinate all travel, rehearsal and housing accommodations for the Festival Artists, VIP's and support staff; coordinate artists' local travel with Transportation Coordinator and volunteer chairpersons.
- Assist in the review of each artist contract to ensure the execution of all production logistics and requirements of contracts are in place prior to performances and rehearsals, including communication with appropriate Gilmore staff.
- Assist with coordination of all piano moves and tunings with support of Steinway Detroit.
- Assist with coordination of all backline, sound requirements and rentals.
- Assist Director of Operations with coordination of rehearsal and venue schedules.
- Maintain and monitor an updated accounting of artists' fee payment schedules; insurance requirements and venue rent payments. Inform Director of Operations when payments are due, and create all check requests.

Festival Production

- Work directly with the Volunteer Coordinator and Transportation Coordinator to insure that artist and VIP travel schedules and hotel accommodations are in order.
- Work directly with the Volunteer Chair of Backstage Hospitality to insure artists' requests for hospitality are fulfilled.
- Assist Director of Operations with monitoring piano moves and tunings and accommodating any last minute requests as necessary.
- Assist Director of Operations with backstage artists' requirements at both rehearsals and performances.
- Assist Director of Operations with all other Festival needs as required and assigned.
- Other duties as assigned by the Director of The Gilmore.

To apply:

Please send resume and cover letter to Maria Schneider at mschneider@thegilmore.org.

No phone calls please.